



## Gallery and Catering Rental Form – 2026

### Contact Information

Contact Name	
Contact Phone Number	
Contact Email	
Company Invoiced	

### Rental Information

Date of Rental	
Number of People	
Event Start and End Date	
Set Up Date	

### Rental Costs

Rental includes use of TV, Projector/Screen, sound system and WiFi Access if necessary

From 9 to 5PM	Price per day	Number of days	TOTAL
Ray Currie Gallery	\$300.00		
Small Gallery	\$250.00		
Both Galleries	\$500.00		
Backyard/CC	\$350.00		
Evening Rental, added fee if past 5PM (5pm-10pm)	\$200.00		
Cultural Centre – Indigenous Group	Reciprocity/Exchange		

Is this a 19+ Event? YES  NO

	COST	TOTAL
Special Occasion Permit	\$250.00	

### Catering – Kaeser’s Food Platters (12” platter) & Tea and Coffee Service

(Please put in platter order at least two weeks in advance of your event, leave blank if self-catering)

If you require catering such as soup and sandwiches, please email staff for further information.

	Per Item (\$)	Quantity	TOTAL
Meat & Cheese	\$150.00		
Vegetable	\$125.00		
Fruit	\$135.00		
Baked Goods	\$90.00		
Tea and Coffee Service (per person)	\$7.00		

#### PLEASE NOTE:

Gallery walls may have exhibit displays on them that cannot be touched or taken down.

SOP TOTAL	
Rental TOTAL	
Catering TOTAL	
GRAND TOTAL	

Northern Life Museum & Cultural Centre

[admin@nlmcc.ca](mailto:admin@nlmcc.ca)

PO Box 420

Fort Smith NT

XOE0PO

867-872-2859



## Terms & Conditions for Access to Museum Facilities

This agreement is effective and entered as of \_\_\_\_\_ this day of \_\_\_\_\_, 20\_\_ to  
\_\_\_\_\_ this day of \_\_\_\_\_, 20\_\_

Between the Northern Life Museum and \_\_\_\_\_

Project/Activity: \_\_\_\_\_

You agree to be responsible for the access to the museum facilities and that you will ensure that facilities will be cleaned as specified in the following. Any cleaning required after your event will be charged to you, with payment required **within one week of the event**.

### General

- The Museum, by agreeing to grant access to their facilities to you, places a high level of trust in you and/or your organization to care for our building. All facilities on the main upper floor are off limits outside of normal business hours.
- The NLMCC and its grounds are strictly **NON-SMOKING**. Please advise your guests not to smoke in front of entrances, move to the sidewalk in the front and clean up any butts left behind.
- Emergency exits will be kept clear of any obstructions and obstacles to always maintain access.

### Ray Currie Gallery & Small Gallery

- The NLMCC is a major supporter of local artists and regularly has exhibitions installed in the galleries. It is incumbent upon the renter that any artwork is kept safe from harm.
- No food or beverages allowed without prior permission from the NLMCC Staff.
- No tacks, nails or other adhesives may be used on the walls. Painters tape only and with permission from NLMCC Staff.
- Galleries are to be kept clean of any debris and materials that could be a hazard.

### Backyard/Cultural Centre (Seasonal May – October)

- Due to the historical nature of The Radium King & surrounding outdoor artifacts, guests must remain on designated paths. Climbing on, leaning on or attaching decorations to historical vessels or artifacts is **strictly prohibited**.
- Use of the backyard firepit is subject to local fire bans. Renters are responsible for ensuring any fire is fully extinguished before leaving the premises.

### Cultural Centre and Traditional Spaces

- The Cultural Centre (including the moose hide tanning frames, smoke house, tipi and caches) is a dedicated space for traditional knowledge sharing and community gatherings. Renters acknowledge that these are active tools and must be treated with the utmost care and respect.

## Indigenous Community Reciprocity and Exchange

**NOTE: If you are NOT an Indigenous Organization, please leave this form BLANK.**

In the spirit of the historical trade and reciprocity practiced by Indigenous peoples in this region for generations, the Museum would like to continue this tradition by offering the Cultural Centre to Indigenous groups and organizations through an exchange of services or traditional knowledge in lieu of a monetary fee.

In lieu of a monetary fee, the following "Exchange of Service" model applies:

- **Contribution/Donation:** We invite a donation to the museum's programming fund or an "in-kind" service.
- **Service Examples:** This may include assistance with a future museum event, providing a cultural demonstration, or sharing traditional knowledge for museum records.
- **Formalizing the Exchange:** The specific exchange of service will be agreed upon in writing between the Museum Manager and the Organization Lead prior to the event date.

### Proposed Exchange of Service:

[Description of proposed exchange of services.]

*Example: In exchange to use the Town's bouncy castle at no cost, the NLMCC will participate and contribute to the Town's Canada Day celebration.*

### Agreement Terms:

- The exchange of service must be completed within **[6 months]** of the rental date unless otherwise agreed upon.
- The value of the service is intended to be a fair and respectful trade for the use of the Cultural Centre and its facilities.

### Authorized Signatures for Exchange:

**Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**NLMCC Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_